



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	FORENSIC PHOTOGRAPHER
3	<i>Posting Number</i>	PN #107029
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	IDENTIFICATION
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	1200 TRAVIS, 25 TH FLOOR *
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 7:00 A.M. – 3:00 P.M.*
		*Subject to change

9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Color machine printing, black and white and color video prints. Photographing City functions. Documenting police and other City divisions’ activities. Making computer photo spreads by taking different photos and match to make a suitable photo spread. Filling out worksheets and making work orders properly. Assisting police as well as other City employees by issuing supplies as well as technical advice.	
10	<u>WORKING CONDITIONS</u> The position routinely requires lifting of moderately heavy items, such as typewriters or record boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate’s degree in Photography or a directly related field. Two years of directly related experience may be substituted for the above degree.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One (1) year of experience in photography is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.	
14	<u>PREFERENCES</u> None.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 14 \$861.00- \$1,159.00 Biweekly \$22,386.00- \$30,134.00 Annually	
18	<u>OPENING DATE</u>	October 12, 2005
19	<u>CLOSING DATE</u>	October 25, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496. An equal opportunity employer	